

THE ANNUAL QULITY ASSURANCE REPORT(AQAR) OF THE IQAC (2012-13)

Name of the Institution	: BON SECOURS COLLEGE OF EDUCATION
Year of Report	: 2012-2013
Name of the Programme	: 1. Bachelor of Education (B.Ed.) 2. Master of Education(M.Ed.)

Part A

The Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

The Academic Calendar for 2012-13 session was planned in June 2012 in the meeting of the Course Coordination Committee with the Principal as its Chairperson. To empower and enrich the trainees and teachers, a number of programmes and activities have been planned and executed along with usual activities of the Institution. Cultural functions were organized during the year to develop greater appreciation for the cultural diversities of the country, and to enhance qualities of co-operation, self esteem, self confidence, and aesthetic sense.

Break-up of the number of working days is as follows:-

B.Ed. Programme							
Session	Admission	Pre practice preparation day	Practice Teaching & Internship days	Days for seminars workshops & co-curricular activities	Three Internal Exam Days	Class Teaching days	Total Working Days
2012-13	4	5	35	7	18	151	220

M.Ed Programme						
Session	Admission	Visiting the B.Ed trainees	Data collection	Three terminal Exam Days	Instructional days	Total Working Days
2012-13	4	10	28	15	163	220

The B.Ed. session 2012-13 started on 1st August ,2012 with an orientation programme which began with a short prayer invoking God's Blessing on all followed by lighting of lamp by REV. Fr. Savari muthu, Co-ordinator of Pastoral Commission and an introductory session by the faculty. The whole year's programmes were briefed during the orientation programme. Every class day began with a class assembly with a prayer invoking God's blessing on all. Keeping in mind the multi- religious nature of the society and the need for harmony and unity, Inter – Religious Prayer Services were held on special occasions like Inaugural Day, Teacher's Day, College Day, Valedictory Function etc.

1. Admission Procedure

One hundred B.Ed students and 35 M.Ed Students were admitted for the year 2012 – 2013. Relaxation was given to socially and economically weaker sections. Overall Eligibility is calculated for each candidate weighted with 60% of their qualifying examination results and 40% from the interview.

(Admission – Communitywise)

	SC/ST	BC	MBC	OC	Total
B.Ed	10+1	72	16	01	100
M.Ed	10	23	2	-	35

Seminars & Workshops

In order to enrich and empower our trainees several seminars and workshops were conducted during the academic year. Among them were seminars on Co-operative Learning, Specific Objectives, microteaching, planning lesson, Learning Styles, and mentoring. They were conducted by the staff members Besides Seminars and workshops, National Seminar was also conducted.

A National Seminar on Education in the "21st Century – Challenges and Opportunities "was conducted in the college on 16th February 2013. Delegates from all over the country were involved in effective discussion. The full papers were published in the book with ISBN-Number (978-93-82570-02-8). Dr.E.Ram Ganesh, Director, Centre for Curriculum Development, Bharathidasan University, Dr. P. Veerappan Professor and Head(Retd),Department of Education -NCERT, Dr .Sr. Victoria, Province co-ordinator, Bon Secours Congregation and Dr. K. Anna durai, Professor and Head , Scientific Tamil Development, Tamil University, Thanjavur were the Resource Persons present on the Day.

A workshop on "Bloom's Taxonomy "was organized as a Faculty Development Programme for the staff members. Dr. G.Pazhanivel, Assistant Professor in Education, Tamil University conducted the programme and trained to write the lesson plan on the basis of knowledge , Understanding application and skills.

SUPW Seminar

The SUPW Workshop was Conducted on 17th January 2013 in Bon Secours College of Education. The Students were given Seminar on Socially useful productive work by Sr.Tony, Teacher St .Joseph's Higher Secondary School. She taught to prepare many useful things and such as Washing powder, Asafoetida, Phenyls, Omam Water, Shampoo, Candles, etc.

Seminar on Arts and Crafts

According to Instruction given by the Instructor Sr.Anthoniyammal, the following objects were prepared by the B.Ed Students. They are Paper Bird, Paper

Flower, Flower wash , Pot Painting, Thread Work, Office Cover, File ,Glass Painting, Low Cost Materials(Egg Shell Hand Work, Wastage Paper Hand Work), etc.

Cultural Functions & Celebrations:

The cultural functions organized by the students were moderated by the resourceful faculty members. The cultural events were Bon 2012, Teacher's Day, College Day, Christmas Gathering, Pongal function, Women's Day, and the Science and Literature Club activities.

Besides the cultural functions, celebrations on various occasions like Feast of Bon Secours on August 3rd , Independence Day, Republic Day were held. Further , too we had birthday celebrations of every member of the Bon Secours.

Tests & Competitions :

To Gain "Quality Education in B.Ed", They also participated in Quiz Competition, Poetry Competition, Poster competition, Role Play, Debate, Patriotic Song competition on National Festival Days. Winners are given Medals/Prizes and certificates. Besides these, Each one Teach one are regular features of the college. They also took part in 5 cycle tests, 4 class tests, and one university examination. The students also Participated in 6 psychology practicals (Intelligence Test , Attitude, Aptitude, Interest. Intelligence quotient and personality assessment) a case study and presented a project report on it.

Regarding the Examination 3 Internal Test, 2 Revision Test and 1 Model Test were conducted. They were evaluated. Suitable suggestions were given. Slow learners were identified and given special treatment. Additionally, The M.Ed students were trained in using SPSS Package in Analysing their data in Research Methodology. Mr.M.Muthusamy, Senate Member, Bharathidasan University on 20th December 2012 trained the M.Ed student to gain knowledge on statistical techniques.

Pre –Practice teaching And Practice Teaching:

The trainees were introduced to formulation of specific objectives, questioning techniques, introduction to Bloom's taxonomy of educational objectives, audio visual aids etc. at the beginning of the session itself. After having gone through the seminar on microteaching, the students were put through various exercises to

sharpen their teaching skills. A video shoot was taken and the mistakes were corrected in microteaching . Teacher Educators took model lessons in each of the method subjects.

Subsequently simulation classes and criticism classes in each of the method subjects were taken by the trainees. After having gone through pre-practice teaching, the trainees were sent to the co-operating schools for practice teaching and internship from 3rd October to 2nd December, 2012. Classes were supervised by the respective school teachers and the own lecturers. The Principal expressed heart-felt thanks to the Principals and teachers of all the co-operating schools for providing ample opportunity for the trainees to better themselves as good teachers and facilitators of learning.

Annual Sports Festival:

The 10th Annual Sports Festival was held on 30th August, 2012. Importance is always given to sports and Games by Bon Secours College of Education, Sports Day was celebrated with great enthusiasm on 30th August 2012. Rev.Sr.Marceline Education Co-ordinator Bon Secours congregation and Dr.C.Robert Alexander Head. Dept of Physical Education, A.V.V.M Sri pushpam college, Poondi were present during the function. The Chief Guest expressed his great appreciation for the excellent performance and team spirit shown by the trainees. The parents, guardians, alumni and the well wishers who were present in a large number thoroughly enjoyed the events.

Educational Tour and Picnic:

Among the many activities and assessments, we also took time out on 5th May 2013 for a spritual tour to Annai Velankanni . The bus trip, trolley ride, the hot springs and the scenic beauty of the seashore of the location were thoroughly appreciated by one and all.

Research and Documentation:

Research and Documentation is one of the goals of the college. The Faculty Members are fully committed to this. Two of the faculty members are doing their Ph.D work and hopefully submitted soon. Further, papers written by the faculty members are in the process of publication in various journals. Along with these, The research activities is steadily advancing. Action Researches regarding problems and solution of school students were analyzed by Student Teachers.

M.Ed Dissertation

For the Academic year 2012-2013, Thirty Five Dissertation were produced by the M.Ed Students. The Dissertations pointed the problems and solutions in the field of Educational Psychology, Current Educational problems, Environmental Education, Content part of various Disciplines, Examination Stress, Evaluation Techniques etc. They followed Survey Method ,Experimental Method, Case Study Method to do the dissertation.

ICT Learning Resources and Spoken English:

Imparting of computer curriculum is part of one paper in the B.Ed. curriculum. The faculty makes use of the new technologies, Power Point Presentation and LCD projectors in curriculum transactional processes. The Educational Technology Laboratory with 22 computers and internet facility is available for all the B.Ed and M.Ed students everyday.

Considering the importance of English for communication in today's globalised world, the trainees who have difficulty in speaking and writing English were offered 40 days Spoken English Programme from 1st August 2012 to 10th September 2012.

Valedictory Function:

Classes for B.Ed ended on 5th May 2013 with a grand Valedictory Function. The students expressed their great appreciation for the college and thanked the faculty and staff for the excellent training they received. At the end of the programme the trainees were given their final assessment report and their completion certificate. The students and the faculty together then took a pledge with lighted candles in their hands to spread the light of wisdom through the length and breadth of the country particularly in the own state of Tamilnadu.

100 students Teachers appeared for the university examination conducted by the Tamilnadu Teachers Education University Chennai from 25th May 2013 to 11th June 2013. The results are awaited.

Classes for M.Ed ended on 20th May 2013. 35 M.Ed candidates appeared for the University Examination conducted by the Tamilnadu Teachers Education University Chennai from 29th May 2013 to 3rd June 2013 .

Part B

1. Activities Reflecting the Goals & Objectives of the Institution

The curricular and co-curricular programmes were in line with the Institution's goals and objectives. The curriculum and syllabus addressed the needs of society through human rights education, value education, environment education and self development through educational psychology and sensitization to equality and equity. ICT also has been included in the curriculum.

We have formulated the vision of training well motivated teachers who are physically, intellectually competent, emotionally and morally upright, socially and professionally committed and spiritually inspired in order to become instruments of social transformation. It is satisfying to note that there was a concerted effort by the faculty and staff to achieve this aim. The students have done well in various areas of their training. The college stands today as one of the best college of education in the state.

2. Innovation in Curricular Design and Transaction

It is the aim of the Institution that the students who take their training here become well formed guides who will accompany the young learners on their journey to becoming fully human persons. The college offered an all round training in intellectual, cultural, social, emotional, physical, aesthetic, moral and spiritual.

Right in the beginning, the faculty members prepared course outlines with specific objectives for the university examination. All the teachers, through class tests and Internal test and revision Test, kept an eye on successive academic progress of the students.

3. Examination Reforms Implemented

The students' entry knowledge and skills were not formally assessed but attempt was made to know the existing knowledge and skills through interaction with them in the classroom. Language Teachers, formally assessed the entry level of the students, which they used for remedial and advanced level teaching. The Psychology Teacher tested the students' intelligence, achievement motivation,

Teacher effectiveness and personality through Psychological tests and the results were used for personal and academic guidance by the faculty. Together with these tests the students were continually tested and evaluated in the form of cycle tests in theory subjects.

The test scores were used for remedial teaching and academic guidance to all the three groups - the average, the below average and the above average. Thus opportunity was provided for the fullest growth of the total individuality-cognitive, affective and psychomotor.

4. Candidates Qualified NET etc. : 1

5. Total Number of Seminars/Workshops Conducted

Altogether 5 seminars and 2 workshops in different topics were conducted during the session. One of them is National Seminar.

6. Research Projects

(a) Newly Implemented : Nil.

(b) Completed : Nil.

7. Patents generated if any : Nil.

8. New collaborative Research Programme : Nil.

9. Research grants : Nil.

10. Details of Research Scholars : Nil.

11. Citation index of faculty members
on impact factor : Nil.

12. Internal Resource Generated

Course fee @ Rs. 46,500/- per students for 100 B.Ed. students

Course fee @ Rs. 47,500/- per students for 35 M.Ed. students

13. Details of Departments getting Assistance : Nil.

14. Community Service

Youth Red Cross organization has been effectively performing various activities in the college. Dr. T. S. Chandra M.B.B.S, Medical officer, Red cross Blood Bank,

Thanjavur addressed and advised about Blood Grouping and Blood donation on 10th January 2013.on that day six student Teachers and one staff members donated Blood.

On the same day, the student Teachers visited and discussed with 100 orphanage students at child welfare Home, Membalam. The student Teacher and staff members donated Rs.5000 for food. They also donated Note Books, Books, Geometry box, Pen. They conducted cultural programmes for them.

Awareness and Health service programmes were organized in the college. An environmental awareness programme was conducted by Dr. B. Ram Manohar, District Co-Ordinator, Echo club, Chief Educational office, Thanjavur on 08th January 2013. New Medicinal plants were planted in the Herbal garden.

15. Teachers –Non Teaching Staff Ratio

a. 14:10

16. Improvement in Library Services

The Library is semi-computerized and is limited to access, search, reports and return of books. Computers are installed in the Library with internet Hi-speed broadband connections and reprographic facilities. 183 books have been added this year(2012-2013). The Library has 23 Indian journals, 2 foreign journals and 2 e- journals.

17. New Books/Journals Subscribed & their Value

New Books added	: 183
Value of new books	: Rs.40,691
No. of journals added	: 1
Value	: Rs.2000/p.a.

18. Courses in Which Students Assessment of Teachers is Introduced and the Action Taken on Student Feedback

The institution collected feedback from the students during the year(2012-2013). The feedback collected was communicated to the faculty in the beginning of the session for corrective measures. This would help to improve the quality of instruction and human relation.

19. Unit Cost of Education

Excluding salary component	= Rs.42,418.00
Including salary component	= Rs.54,883.00

20. Computerization of Administration and the Process of Admissions and Examination Result, Issue of Certificates Examination Results

On behalf of the advise given by NAAC peer Team the college has computerized Management Information System (MIS) to select, collect, align and integrate data and information in academic and administrative aspects of the institution over the last 1 year.

21. Infrastructures Developed

One of the important grievances of student's teacher is the transport facilities. It was rectified, the transports facility was made available for the students. The Bon Secours College of Education transport was on the road on 11th August 2012.

Assembly Roof was constructed . Auditorium, Hostel and canteen facilities were shared in common for Bon Secours College of Education and Bon Secours College for Women.

22. Transport Facilities:

One of the important grievances of student's teacher is the transport facilities. It was rectified, the transports facility was made available for the students. The Bon Secours College of Education transport was on the Road on 11th August 2012. The Cost of the bus is Rs.12,95,000(Twelve Lakh and Ninety Five Thousand).

23. Technology Up-Gradation

The computers in the computer Laboratory are upgraded with the latest software.

24. Computer & Internet Access & Training to Teachers & Students

For Teachers the computer and internet service are always there during class time. For students these service are available from 8.30 A.M-9.15A.M., 12.15- 1.15 P.M. and 2.30 – 4.30 P.M. All the teachers and the students availed the computer and internet facility during the year(2012-2013) . Teachers were encouraged to attend training and workshops related to latest technology/ICT.

25. Financial Support to Students

During the academic year 2012 – 2013, 17 B.Ed students and 9 M.Ed students received the Government scholarship. Each B.Ed & M.Ed Student mentioned above received Rs.46,500 and Rs.47,500 respectively.

26 Students received the minority scholarship. Recommendation letters and Bonafide certificates were issued by the principal to help students to receive educational loans from the Nationalized banks.

26. Activities & Support from Alumni Association

We have 9 batches of B.Ed students and 4 batches of M.Ed students. As an aftermath of the formal inauguration of the Alumni Association in January 2010, many meetings have been held by the executive committee, planning and conducting various activities for the association. Dr. Pazhanivel Assistant Professor Tamil University Thanjavur, was invited as special guest on 4th march 2013. Alumni's members assured that they are following the Bon Troch Scheme (Each one Teach one)

27. Activities & Support from P.T.A.

Parents are very co-operative and are available for meetings and other functions of the college. Their suggestions are taken seriously and acted upon.

28. Health Services

Dispensary services of the sister school situated in the same campus is used for any emergency. Awareness programme on HIV/AIDS, Hepatitis and Tuberculosis were held this year. Blood Donation is a regular feature of the college every year. This year the staff and students donated 7 units of blood to the nearby Indian Red Cross Society, Thanjavur .

Extension activities in health and hygiene, teaching the blind and the orphans were done through the community services. The students spent time with the physically and mentally challenged children, Ageing Home and collected and despatched of money, food and clothing materials through other charitable organizations during natural calamities.

29. Performance in Sports Activities

Internal Games and Sports Activities were held and all the trainees took active part in them.

30. Incentives to outstanding sports persons

Medals/Cups & certificates were given during Annual Sports Meet.

31. Student achievements & awards

The winners of Essay competition, Quiz, Debate, Poetry competition, Poster making competition and Patriotic song competition were awarded with medals and prizes.

32. Activities of the Guidance & Counseling Unit

The students were guided through mentoring groups. The college is Maintaining a career guidance and counseling cell .

33. Placement Services Provided to Students

We receive vacancy notices from 20 primary and secondary schools and these vacancies were displayed on the notice board of the college to be used by the student-teachers. Their applications were forwarded by the principal of the college. The schools conducted campus interview and 36 students of the college are selected and employed.

34. Development Programmes for Non-Teaching Staff

The non-teaching staff were given orientations Programme and training by the Institution especially in matters of software management and use of computer.

35. Healthy Practices of the Institution

Separate sheet attached.

36. Linkages Developed with National/ International, Academic/Research Bodies

The college has established linkages with AIACHE, TANCEAN , Xavier Board, Bharathidasan University, TMSS, PRIST University, and Indian Youth Red Cross. The Institution imparted value based education through morning prayer, seminars on values, celebration of birthdays, national festivals, religious festivals and emphasis of values in the classrooms. The Teachers were conscious of the Institutional values which they exhibited in their behaviour and this, in turn, shaped value-based behaviour in the student teachers.

37. Teacher Eligibility Test:

A Special Coaching Class for TEACHER ELIGIBILITY TEST(TET) was organized by Bon Secours College of Education on 06th April 2013. Resource persons in the fields of Education Conducted this programme. 90 Students were benefitted by this programme. The Classes were useful for the Rural Students. A special Coaching was organized for the Welfare of Socially, Economically backward students. It is a non profitable one and it is one of the major Service Rendered to the society by the Bon Secours College of Education.

38. Any other relevant information institution wishes to add

We have applied for

- 1) M.Phil Education course in TamilNadu Teacher's Education university.
- 2) Grant of UGC 2f and 12b.

Part C

Detail the Plans of the Institution for the Next Year (2013-2014)

Classes for **P. G. (M.Ed.)** course for 2013-14 session.

Classes for **U.G. (B.Ed.)** course for 2013-14 session.

Tables below shows the picture of number of working days with dimensions of curricular and co-curricular activities planned for 2013-14 session.

B.Ed. Course							
Session	Admission	Pre practice preparation day	Practice Teaching & Internship days	Days for seminars workshops & co-curricular activities	Three Internal Exam Days	Class Teaching days	Total Working Days
2013-14	8	5	35	10	18	155	231

M.Ed. Course						
Session	Admission	Field Based Activity	Data collection (Dissertation)	Three Internal Exam Days	Instructional days	Total Working Days
2013-14	8	10	25	15	173	231

STRIKING FEATURES OF THE COLLEGE (2012-2013)

1. A pre-planned and published Academic Calendar followed.
2. Regularity in inviting applications (in April) Interview etc. (in 4th week of May), admission (in the last week of June) and session in motion (1st Monday of July).
3. Class Assembly .
4. Continuous evaluation (content test in method subjects, class test/assignments in theory papers ,Internal, Revision, Model Tests)
5. Conduction of seminars and workshops on relevant topics.
6. Individual need-based academic and personal counseling to slow learners and advanced learners.
7. Tutorials and remedial classes
8. Observance of Orientation Day, Welcome Function, Founders' Day, Teachers' Day, College Day, Christmas Get-together and Valedictory Function, Women's day, Pongal...
9. Regular picnic cum educational excursion, and local excursions.
10. Emphasis on Total Development – Cognitive and Affective Psychomotor.
11. Research oriented faculty (Attitude, Aptitude, Interest, ect..)
12. Student-teachers oriented toward Survey, Research & Case Study.
13. Organisation of Debate, Quiz, Role Plays, Women's Day and awareness programmes on HIV/AIDS & Hepatitis, Bon Jorch..
14. Spoken English classes (optional) and remedial classes in Hindi are organized.
15. All the teachers are present in the college from 9.00am to 4.15 pm
16. Mentoring
17. Birthday celebrations of one and all.
18. Inter-house competitions in various activities including decoration of bulletin boards, assemblies, sports etc.
19. Uninterrupted supply of clean, drinking water and electricity.
20. Pollution free environment and ' no plastic zone '.
21. Internet Service to staff and students.
22. Computerized office and library.
23. Video-taping and review of trainees' performance during pre-practice teaching days.

24. Punctuality and regularity.
25. Excellent percentage of attendance of staff and students.
26. Very good university result.
27. Positive influence of student teachers on students of practice-teaching schools.
28. Use of modern technology in classroom.
29. Scientific and objective feedback to teachers.
30. Involvement with the community through Each-One-Teach-One, Survey and Case Study.
31. Networking and organizing workshops for teachers, principals and school administrators
32. Regular faculty participation in seminars and workshops on topics of importance held at various universities
33. Involvement in relief activities in case of natural calamities.
34. scholarship scheme.
35. Linkage with various national and international bodies like, All India Association Christian Higher Education(AIACHE), Xavier Board Of Higher Education New Delhi and Tamil Nadu Catholic Educational Association(TANCEAN)-Chennai, Bharathidasan University, TMSS, Indian Youth Red Cross-Thanjavur.
36. Good rapport with neighborhood colleges of education, and co-operating schools.
37. A vibrant Alumni Association of the college.
38. For admission raw scores are converted to standard scores which form the basis of different categories of selection.
39. Well maintained playgrounds and facilities for sports and games.
40. Excellent Infrastructure
41. Integral Pedagogy Paradigm (IPP)
42. Help in placement (a placement cell is to be in place soon)
43. Website Launched
44. Grievance cell for both staff and students in place
45. Faculty have their own rooms.

46. Medical facility
47. Photocopying, Internet, phone, Bank, canteen facilities available
48. Swearing in for abiding by the Professional Code of Ethics for teachers
49. Feedback of the training from students
50. Regular staff meeting, different committee meeting, IQAC meeting and decision making.
51. A Special Coaching for Teaching Eligibility Test(TET).
52. Suggestion Box and solution of problems
53. Students are divided into two groups (50 each) for common classes and four groups for electives.

The institution has planned the following for next academic year (2013-2014)

1. To update the computer Laboratory with new/latest soft ware like SPSS
2. To improve ICT learning resources
3. To organize and conduct more seminars related to education
4. To organize more social development programmes in the neighbourhood to create awareness about health and hygiene
5. To purchase a bigger capacity generator to enrich teaching-learning process
6. To encourage teacher-trainees to make use of computer and internet facilities in teaching learning
7. To start more projects
8. To bring out newsletters related to activities and future plans of the college
9. To encourage faculty to attend more development programmes
10. To arrange more educational tours
11. To start M.Phil and Ph.D in Education

Name & Signature of the Coordinator,IQAC Name & Signature of the Chairperson,IQAC